

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, April 12, 2010**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, April 12, 2010** at the regular time of 7:07 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Brian Novak, Konnie Kuiper and Mark A. Herak were present. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Staff present: John M. Bach, Public Works Director; and Kenneth J. Mika, Building Commissioner were also present.

Robin Carlascio, of the Idea Factory and Editor of the Monthly Municipal commissioned newsletter, "*The Gazebo Express*" was also present.

General Substance of Matters Discussed

1. The Town Council and the Building Commissioner discussed an issue involving a complaint regarding a large size motor home or RV that is in compliance with the current ordinance regulating parking of these vehicles. It was noted that owing to the width of the particular RV, it must exit over soccer fields located in the public park nearby.

The Building Commissioner also acknowledged that there are other complaints of tractor trailers (semi trucks) that are parked in the residential neighborhood and may be lawful. It was further noted that the vehicles could be permitted to park for the purpose of loading and unloading for a period of only 48 hours. The Building Commissioner also reported that he has communicated with the Police Department about some tractor (semi's) that are parked over night on private property. It was further noted that the current regulating ordinance is silent on so-called "construction trailers." The Building Commissioner reported that there are neighborhood complaints. The Town Council and the Building Commissioner discussed whether or not the code should be amended to regulate or prohibit construction trailers from being parked on public ways or in back yards. The Building Commissioner presented several photographic examples of the various construction trailers, currently legally parked or stored but possibly presenting a public concern. It was further noted that some zoning regulations regarding commercial vehicles do regulate the concerns, when the commercial vehicle measures at a certain weight.

The Town Council suggested that the Building Commissioner return and present a suggested regulatory approach or ordinance amendment that he would recommend.

2. The Town Council and the Building Commissioner discussed the recent Advisory Board of Zoning Appeals Use Variance regarding the property at 8216 Kennedy Avenue, Highland to permit the residential use. The ABZA did not make a favorable recommendation. The prevailing zoning is business or commercial (office type). The owner purchased the property aware that the zoning would not permit a residential use.

The matter would be placed back on the agenda for the plenary business meeting of Monday, April 19, 2010.

3. The Town Council discussed the recent trial involving the unsafe building enforcement of the structure at 3423 La Verne Drive, Highland. The structure was owned by a Mr. Dave Clark and following a heavy flood incident in 2006, a basement wall failed, Mr. Clark abandoned the site.
4. The Town Council and the Building Commissioner discussed the progress of remodeling of a residence at 3524 41st Street, Highland, Indiana. It was noted that a building improvement permit was issued for remodeling of the kitchen and the owner was proceeding with the project.

The Town Council and the Building Commissioner discussed the building and site of the former Chela's Restaurant, located on 45th Avenue. The discussion included recognition of the complications owing to multiple creditors and that the property is in foreclosure. The Town Council discussed its concern about the property maintenance since it has been vacated.

5. The Town Council and the Building Commissioner also discussed whether or not to modify the property maintenance code to include the removal of dead tree stumps in the parkway. The Building Commissioner was tasked to develop recommended language for the review of the Town Council.
6. The Building Commissioner reported on the status of a vacant house located at the 3900 block of Ridge Road near the Arby's Restaurant. It was noted that the owner has taken steps to demolish the house on the property, which Mr. Mika believed would begin in May of the current year.

The Building Commissioner departed at this time.

7. ***Newsletter Printing Services Quotes.*** The Town Council and Ms. Carlascio discussed the results of a solicitation for printing services from four printers in Town. The solicitation included two-color and four-color options. It was noted that there was significant savings using two-color versus four-color in the design. It was suggested that the newsletter resort to a two-color design. It was urged that Ms. Carlascio ensure that the quotes were based upon the same specifications. Once confirmed, it was determined to utilize the apparent lowest quote as presented from CJ Printing of Highland.

Proposals for the Gazebo Express, all Highland vendors quoting.

Vendor	Address	2-color/9,500 pieces	4-color / 9,500 pieces
Baxter Printing	3837 Ridge Road	\$1,450.00	\$1,520.00
CJ Printing	9445 Indianapolis Blvd	\$989.20	\$1,560.83
Office Max	10225 Indianapolis Blvd	\$1,107.00	\$1,750.00
TWS Printing	8721 Kennedy Ave	\$1,137.50	\$1,567.80

8. ***Cline Avenue Reconstruction Project.*** The Town Council discussed the enrolled interlocal cooperation agreement recommended by the Public Works Director to allow cooperation with the Town of Griffith to move forward on the proposed Cline Avenue Reconstruction Project between Ridge Road and 45th Avenue. The Town Council President indicated that the agreement should be placed on the imminent plenary business agenda for the consideration of the Council.

The Public Works Director also discussed the possible closing the bridge that spans the Cady Marsh Ditch as an option in the construction to allow for savings in the contract and to speed

the construction generally. The Public Works Director reported that the contractor suggested that the bridge would be closed for perhaps up to eight weeks. It was noted that the Town of Griffith would need to concur in this approach, as it was not in the original scope of the specifications for the project. Residential access would be protected.

9. ***Materials and Supplies.*** The Public Works Director presented the results of the recent request for bids for materials and supplies in a memorandum. The Town Council President indicated that the bids for the materials and supplies should be placed on the imminent plenary business agenda for the consideration of the Council.
10. ***Kleinman Avenue Reconstruction Project.*** The Public Works Director presented a report proposing to seek design engineering for the Kleinman Avenue Reconstruction Project, which contemplates the improvement from Ridge Road to 45th Avenue. The Public Works Director, after requests for proposals, was recommending First Group Engineering for the project. It was noted that the design would be for two lanes only, no center turn lane or parking, or lighting, but the project would include curbs and gutters. Also, sod parkways would be included as well. The Public Works Director indicated that the engineering would be financed with the savings surplus associated with Cline Avenue Reconstruction Project. That project and this one are proposed be Federal Highway Aid projects. The Town Council President indicated that the agreement should be placed on the imminent plenary business agenda for the consideration of the Council.

The Public Works Director noted that sanitary sewers were not planned for this project. After discussion with the Town Council, the Public Works Director would follow-up with the Sanitary Board Engineer regarding the issue of installing sanitary sewers as part of the project.

11. ***County Allocation of Recovery Zone Economic Development Bonds.*** The Public Works Director explained that the Town had requested an allocation of \$6 million dollars for a particular project, to be funded from the \$15 million that Lake County was allocated by the state. It was noted that these bonds, authorized as part of the Federal American Recovery and Reinvestment Act, would be subject to a 45% paid credit on the interest costs for projects financed with these bonds. It was revealed that the County received requests totaling 60 million. So, based upon a pro-rata share of the requests submitted, Highland would only be allocated \$100,000 of its request. It was determined that the Town would decline the allocation and allow Lake County to reallocate its share among the remaining participants.
12. ***Traffic Safety Commission Recommendation.*** It was noted that the Traffic Safety Commission recently recommended that to redress a traffic concern, that 37th Street between Kennedy Avenue and Richard Street, be converted to a one-way east-bound public way from its current two-way east-west public way.
13. The Public Works Director requested retaining an older but relatively good conditioned truck in the fleet, instead of replacing it, for uses such as concrete hauling and other highly damaging uses. Cautioning that the truck could not later be the basis for a new truck replacement, no objection was raised by the Town Council.
14. The Town Council and the Public Works Director discussed the need to increase rates for the Solid Waste Collection Fees for residents, to accommodate the increase in the recently adopted contract. The rates and charges as proposed in the introduced Ordinance 1456 from the meeting of April 5, 2001. A public hearing was scheduled for the meeting of April 19, 2010, and if adopted, rate increases would be effective May 1, 2010. It was noted that because of the delay of effectiveness from April 1 to May 1, the initial increase would not be 57 cents more but rather 62 cents more on the current rate. This would change the current rate from

\$16.90 per month for residential to \$17.52 in the current year, with increases of 4% on April 1st thereafter.

The Public Works Director and the Town Council discussed that no special user charge is presently authorized or imposed on the various worship centers (churches and mosques) located in the Town, but each one is entitled to a 2 cubic yard dumpster, for weekly disposal. The contract provides for the service and the current rate structure supports it. The Public Works Director reported that he would be transmitting a letter informing all the worship centers of the 2 cubic yard dumpster service as entitled and cautioning them that any additional size or service would be at their expense.

15. The Town Council and the Public Works Director discussed some resurfacing issues related to Highland Terrace Park Estates, and the general resurfacing plan and schedule for the current season. The Town Council discussed the prospect of taking an inspection of the Town to identify streets for inclusion in this year's resurfacing program. Also, the Public Works Director indicated that he was still preparing a schedule and plan for the review of the Town Council.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, April 12, 2010**, was adjourned at 9:50 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer